

**STAFF COUNSEL III**  
**JOB ANALYSIS**  
**BACKGROUND INFORMATION**

**Date of Study:** 7/31/01-8/1/01

**Collective Bargaining Identification:** R02

**Job Analysis Conducted By:** Carol J. MacMillan

**Number of Incumbents:** Per Department of Corrections Filled/Vacant Position  
Report dated May 31,2001 there are 9.6 incumbents in this  
classification.

**Subject Matter Expert(s):**  
John Sugiyama, Chief Counsel II  
Kenneth Huez, Assistant Chief Counsel

## **STAFF COUNSEL III**

### **INFORMATION GATHERING**

Literature Review consisted of the following: (1) California State Personnel board Classification Specifications (*Established* 12/17/85 – *Revised* 7/6/93) – Staff Counsel III (Specialist); (2) State of Delaware Classification Specifications – Alcohol and Beverage Control and Enforcement Agent; (3) Department of Corrections description of Regulation and Policy Management Branch.

Other resources used were state personnel web sites from Arizona, New Hampshire, and Alaska.